

# Wendy Jiang

## Office Operation Manager

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### Specialties:

- Law Firm Operations & Strategic Management
- Immigration Case Coordination (EB-1/EB-2/EB-3, EB-5)
- Legal Project Management & Team Mediation
- Cross-Border Legal Collaboration & International Partnerships
- Client Relationship Management & Legal Translation
- Marketing Strategy & Organizational Leadership
- Data Analytics & Financial Oversight

Wendy Jiang holds a master's degree in business Analytics from the University of Iowa, where she was awarded a merit-based scholarship in recognition of her outstanding academic performance. Although her primary focus was on business analytics, Wendy leveraged her accounting background to pursue advanced coursework in finance, further strengthening her expertise at the intersection of data, accounting, and financial management. She also earned a bachelor's degree in accounting with a minor in Management Information Systems from Iowa State University, graduating with distinction.

### Personal Introduction

Wendy Jiang is the Office Operation Manager at Causey & Ye Law, P.L.L.C., where she has overseen the firm's operations since 2023. She manages human resources, client invoicing, expense tracking, and year-end audit preparation, and she designed and implemented a billing and accounting system that enhanced transparency and audit readiness. Wendy also directs the firm's marketing and outreach efforts, coordinating sponsorships and building partnerships with law schools, professional organizations, and community forums.

Beyond administration, Wendy supports the legal team across a wide range of practice areas. She has prepared hundreds of immigration filings, including family-based and employment-based green card petitions (EB-1, EB-2 NIW, EB-3), EB-5 investor petitions, and asylum applications. She also assists with divorce, civil litigation, criminal defense, and business cases, providing bilingual coordination and translation services. Wendy plays an active role in team development by mediating conflicts, strengthening collaboration, and fostering a positive and productive workplace culture.

In 2024, Wendy traveled to Beijing to initiate collaborations with leading Chinese law firms, further expanding the firm's international legal network. She also helps maintain relationships with universities and professional associations, ensuring the firm remains engaged both locally and globally.

With a background in business analytics and management, Wendy combines data-driven decision-making with people-centered leadership. She is committed to building systems that enhance efficiency, support growth, and sustain collaboration across the firm.